



**Division of Emergency Management
Homeland Security**

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Internship Program

The Nevada Division of Emergency Management (NDEM) Internship Program provides students with a unique opportunity to apply classroom skills and theory to real life work situations. This hands-on program is designed to strengthen fundamental emergency management concepts and develop the confidence and skills of the next generation to prepare them for future employment opportunities.

As an intern, participants are expected to employ their skills and abilities to contribute to the objectives of their assigned host organization. Our internships provide exposure to industry professionals and promote career development. To support that endeavor, interns will be placed based on interests and specific project availability.

The Internship Program runs throughout the year parallel to the semester cycle. Offerings are available during spring, summer and fall semesters.

Spring (January to May)
Summer (June to August)
Fall (September to December)

All participants are expected to intern for a minimum of 15 hours per week for the entire term of the program. Specific schedules will vary according to the position. Intern responsibilities and tasks vary by location. Students will be connected with an on-site supervisor for guidance and support.

To apply, applicants must be enrolled in an accredited college or university.

A local preference will be given for all intern positions.
Students must be available for an in-person interview.

FEMA Independent Study (IS) Courses: 100, 200, 700 and 800 are preferred but not required prior to application. Completion of these courses is required during the first week after placement. A copy of the course completion certificate is required and can be submitted via email to the Internship Coordinator. The courses can be found at:

<http://training.fema.gov/IS/crslist.aspx>

Phase 1 – Application Submittal

A complete application package must include:

- A complete internship program application
- Resume
- A cover letter indicating the student's interest and what you hope to gain from participation
- Letter of Recommendation from an academic professor or employer (Signed on company letterhead)
- Unofficial Transcript

Submit the above materials via e-mail to our Internship Coordinator at the contact information provided below.

Judith Lyman
Management Analyst/Internship Coordinator
Nevada Division of Emergency Management
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Phase II – Interview Selection

After applications are reviewed, the top candidates will be contacted to schedule an interview. Interviews will be conducted by program staff.

Phase III – Placement

Following a successful interview, qualified candidates will be selected to enter the finalist phase where additional materials may be required to complete the process. Selected candidates will receive notification of their acceptance, placement location and terms of employment.

Due to the nature of many of the internship assignments, the completion of additional security procedures may be required prior to receiving an official offer. These steps vary according to the placement area but typically include a criminal background check and drug screening.

We work carefully to match the interests and experience of each selected intern with a corresponding project. Opportunities are regularly updated so please contact the Internship Coordinator for the most current list of vacancies.

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